

OL NOTES

EXAMPLE NO. 1 -- Optional Form No. 10 (To be used in divisions if desired)

1. Date in date line at top of memo should not be abbreviated--it is the date that the memo is signed
2. If have a two-line heading, indent second line two spaces
3. Take up information in body of memo.

4. Signature line--suggested that begin this two spaces to right of center which would be at 50 if have elite machine; this is flexible however.

Also: Initial caps for DCI, DDCI and Executive Director-Comptroller except in correspondence addressed to the President or in notices and regulations--then it is all caps.

\* Note: Whether or not the signature line is in all caps is optional depending upon the signer. The D/L, DD/L, and the Executive Officer of O/L prefer that their names be typed in initial caps only. (Of course you would not be using the Optional Form for a memo typed for their signatures)

5. The title is not included in the closing lines because it appears in the heading.
6. The attachment goes on the original and all copies; turn to illustration No. 7 and 7-A for further instructions about enclosures and attachments.

See also  
Explanation  
of memo  
#7

Should all references be attached to the original as attachments?

Only those references which the addressee does not have a copy of should be attached to the original as follows:

3 Atts

- Att1: Reference (a)
- Att2: Reference (c)
- Att3: Reference (c)

The other references should be attached to the yellow official file copy. In instances where the reference belongs to an OL division, a note should be attached asking that it be returned.

NOTE THE FOLLOWING IN RELATION TO ATTACHMENTS:

The explanation of an attachment should not go beyond the center of the page; use more than one line if you have to; If two or more lines are used, the second and succeeding lines should be indented two spaces.

~~An attachment is noted on the original and all copies.~~

Annexes are not attachments; however, they may be attached to attachments.

In listing attachments, "Tabs" should not be used; however you may use tabs--just don't list or type the word tab on the memo

Can a thermofax or other reproduced copy be used for references or attachments?

Yes, as long as the copy is clearly legible.

References should be attached to correspondence coming in to the Office of the D/L for information, concurrence, or approval.

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**QUESTION:** Should all references be attached to the original as attachments?

**ANSWER:** Only those references which the addressee does not have a copy of should be attached to the original as follows:

3 Atts

Att 1: Reference (a)

Att 2: Reference (c)

Att 3: Reference (c)

The other references should be attached to the yellow official file copy. In instances where the reference belongs to an OL division, a note should be attached asking that it be returned.

**NOTE:** If the attachment line consists of more than one line, the second and succeeding lines should be indented two spaces. The attachment line should not go beyond the middle of the paper.

**QUESTION:** May thermofax or other reproduced copies be used for references and attachments?

**ANSWER:** Yes, if they are clearly legible.

**QUESTION:** Should room number and building be typed on the pink routing and record sheet on both the from line and the to line?

**ANSWER:** Yes; however, the mailing address number (Component Registry) should be shown, not the physical location of the component.

**QUESTION:** Are the names of the DCI, DDCI and the Executive Director-Comptroller typed in initial caps?

**ANSWER:** Yes, except in correspondence addressed to the President or in notices and regulations. In these instances, the names are typed in all caps. *check*

**QUESTION:** Should references be attached to correspondence coming in to the office of the Director of Logistics for information, concurrence, or approval?

**ANSWER:** Yes

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e. Distribution

- (1) Information or action memoranda prepared for the signature of the Director of Logistics, Deputy Director of Logistics, or Executive Officer will show the internal Logistics distribution pattern on OL copies only (NEVER ON THE ORIGINAL). External distribution (outside the Office of Logistics) will be shown on all copies including the original, using the term "cc".
- (2) Approval memoranda, and other memoranda where the original will go to other than the addressee, will show the action distribution on the original as follows: Action Office, external distribution, and official file copy. All other internal distribution will be typed on the withheld copies.

f. Routing Sheets

Form No. 610, Routing and Record Sheet, will be prepared and stapled to the addressee copy of correspondence. Form No. 241, Transmittal Slip, will be used in the same way for all external copies. A checkmark will be used to indicate internal distribution.

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Continuation of EXAMPLE NO. 1

7. Distribution and Identification lines (or originating office identification) may go on the original and all copies.

Discuss the parts of the Identification line--note that the date there may be abbreviated.

8. Review the instances when the optional form may be used: Within the divisions, branches, etc. and in sending memos to the D/L, the DD/L, and the Executive Officer of the O/L.

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Example No. 2 -- Memorandum on Plain Bond --(To be used in divisions if desired)

1. Notice where the left-hand margin is set--flush with the headings.
2. If you have a THROUGH or ATTENTION line explain the order in which they would be typed:

MEMORANDUM FOR:	MEMORANDUM FOR:	MEMORANDUM FOR:	
ATTENTION :	THROUGH :	THROUGH :	} rarely have this
SUBJECT :	SUBJECT :	ATTENTION :	
		SUBJECT :	

3. In the body of the memo, and this is true for anything that is typed, the use of abbreviations and symbols should be avoided unless such abbreviations are clearly explained. Each name or title will be written out fully in the first instance, followed by the accepted abbreviation in parentheses. Thereafter, abbreviations alone may be used in that particular communication.
4. Signature line--Remind of initial or all caps.
5. Review centering of title under the name--need it here because it is not shown in the Heading section.
6. Note that the distribution may go on the original, along with the identification line, but this is optional according to the office.
7. Note that the THROUGH line is rarely used in memos going outside the Agency.
8. ATTENTION line is used when dictating official desires to direct the correspondence to an office or official other than shown in the Memorandum for line
9. Although the Correspondence Handbook states that titles rather than names are used in the Heading section, in relation to an Attention line, a name or title may be used.

MEMO FOR: D/PPB  
 THROUGH : D/Security  
 ATTN : C/Budget Division

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EXAMPLE NO. 4 -- Approval paper to the D/L from Chief, Personnel Staff

1. Note the date line is not typed.
2. Stress the use of the first paragraph.
3. Name centered beneath the solid line.
4. Distribution goes on the original and all copies.

6. The identification line, or originating office identification, is the last item on the memo--in other words it comes after the distribution

7. Distribution and "cc" line. *take up with #6*

At this point we might as well discuss the distribution and the "cc" line, since we are coming to memos where we may have discussion on this. The following are specific instructions in relation to the distribution and "cc" line for the Office of Logistics: (See #6 for example of "cc")

- a. Information or action memoranda prepared for the signature of the Director of Logistics, Deputy Director of Logistics, or Executive Officer will show the internal Logistics distribution pattern on OL copies only (never on the original). (External distribution (outside the O/L) will be shown on all copies including the original using the term "cc/" 7.

(A cc line is usually used to indicate to the addressee that a particular person is getting a copy of the correspondence--if used it is shown on the original and all copies--it is not shown again under the distribution section.)

- b. Approval memoranda and other memoranda where the original will go to other than the addressee, will show the distribution on the original as follows: Action Office, external distribution, and official file copy. All other internal distribution will be typed on the withheld copies.

NOTE: WHEN PREPARING A MEMO FOR SOMEONE ELSE'S SIGNATURE, ASSUME THAT YOU ARE ACTUALLY WORKING FOR THAT MAN: HAVE ALL ROUTING SLIPS ATTACHED, ETC.

AMPLE NO. 5 -- Approval and Concurrence to DDS from D/L.

1. It is important on this and other examples that the words that are underlined are typed as such.
2. Concurrence line appears above the approval line as shown here.
3. Distribution does go on the original--part of it anyway--since this is an approval paper.

Notice two copies for the DDS.

3. Withheld copies--do not put this distribution on all copies. It is put on withheld copies only.

Explanation and discussion of withheld copies:

5. Talk about distribution line and Mr. Meloon's preference.'
6. Talk about typing something for another office's signature; ie, the DDS, the D/L, etc.

*Usually, identification line would come after the distribution.*

*Note, Do not use title registers for signature*

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EXAMPLE NO. 6 -- Information memo to DDS from D/L.

1. Make sure to underline information.
2. cc lines would go on the original and all copies. Explain this here
3. Distribution not shown on the original or one copy--only on other copies.

4. Plain bond

5. Use of cc line:

A cc line is usually used to indicate to the addressee that a particular person is getting a copy of the correspondence--if used it is shown on the original and all copies--it is not shown again under the distribution section.



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EXAMPLE NO. 7 -- Memo to DDS from D/L re information.

1. Typed on plain bond.

2. Reference line--

Material related to the subject matter of the memo may be cited in the text or in a Reference line. Use of line is preferred when repeated reference to same material would be necessary in the text or when a lengthy title might complicate the sentence structure.

If there is more than one reference listed, designate each alphabetically by small letters in parenthesis

~~References should be attached to the original if they are attached.~~

3. Notice that the distribution and identification lines are not shown on the original.

4. Note also that references do not have to be shown as attachments.

5. Example #7 is a memo where the attachments are different from the references.

Example #7-a shows the attachments as the references.

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EXAMPLE NO. 11 -- Memo to the DCI from the DDS-- an approval

1. Use plain bond.
2. Approval goes right under signature line.
3. Distribution and Identification lines shown on original and all copies since this is an approval.
4. Distribution withheld is shown only on those copies that are withheld.
5. Note the bottom line--See example 5--this example is not outside DDS, but the concurrence line is above the approval line.